

The Covina City Clerk's Office is a designated passport agent of the U.S. Department of State and is pleased to offer passport services at Covina City Hall by appointment only. Please contact the City Clerk's Office to schedule a passport appointment: (626) 384-5430.

BRING TO YOUR APPOINTMENT:

Original Proof of U.S. Citizenship (certified Birth certificate - not an abstract copy)

Proof of Identity (State issued I.D.)

Recent color passport size photograph (photo taken at City Clerk's Office for \$10)

Fees - Checks or Money Orders only (sorry, we do not accept credit cards)

Passport Application (do not sign)

Applicants under 16 have additional requirements

HOW MUCH IT WILL COST:

Routine Service (4 - 6 weeks estimated processing time)

- Adults 16 and older- Passport Fee \$110, Execution Fee \$25– Total \$135
- Children 15 and under– Passport Fee \$80, Execution Fee \$25– Total \$105

- Photo Fee: Passport size photo - \$10

Expedite Service: (2 - 3 weeks estimated processing time)

- Adults 16 and older– Passport/Expedite Fee \$170, Execution Fee \$25– Total \$195
- Children 15 and under– Passport/Expedite Fee \$140, Execution Fee \$25– Total \$165
- Photo Fee: Passport size photo - \$10

FOR DETAILED PASSPORT APPLICATION INFORMATION: Visit the U.S. Department of State, Bureau of Consular Affairs website: www.travel.state.gov

The Covina City Clerk's Office was designated by the U.S. Department of State as a Passport Application Acceptance Facility in 2007. (FIN 030655)

Covina City Hall
125 E. College Street
Covina, CA 91723
Telephone: (626) 384-5430

City Hall Hours: Monday - Thursday, 7 am - 6 pm **Passport applications taken by appointment only**

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